

Ancestry

Bedford Borough Libraries Role Profile

Description

Researching Family History is a very popular pastime and Bedford Borough Libraries provide free access to Ancestry Library Edition to library members. This important volunteer role is aimed at supporting online Family History research alongside Bedford Borough Library Staff.

What will I be doing?

Working individually with customers for one hour, using the library computers to access Ancestry Library Edition, and other sections of the Virtual Library that might be of use

- Supporting a flexible and responsive service to library users alongside library staff
 - Helping people to gain confidence in using Ancestry Library Edition and sections of the Virtual Library.
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What skills do I need?

- Good communication and listening skills
 - A clear understanding of Ancestry Library Edition
 - Ability to explain simple search terms
 - Competent in IT with an interest in sharing knowledge and skills
 - Patience, flexibility, and a good sense of humour
 - A friendly and approachable manner
 - Ability to motivate and encourage learners.
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When will I be needed?

Ideally a weekly commitment of one or two hours, with a willingness to be flexible. This may vary from week to week, depending on bookings.

Location

Bedford Central Library, Harpur Street, Bedford MK40 1PG.

What will I gain from the role?

- You will be helping members of the public to use a family history online resource
 - Experience in a library setting working with people
 - A chance to meet new people.
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What support will I be given?

- Library staff will provide and guidance and advice
 - An opportunity to attend a get-together once a year.
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How do I apply?

Please e-mail Antaya.Lendore@bedford.gov.uk to request an application pack.